



14 July 2011, Lisbon

INVITATION TO TENDER — CT.11.COM.051.1.0

(Open procedure)

Dear Sir/Madam,

1. The **European Monitoring Centre for Drugs and Drug Addiction (EMCDDA)** is launching an Invitation to tender for the provision of services for international media monitoring for key EMCDDA events.
2. Tenderers who wish to submit an offer are invited to send to the EMCDDA a bid duly signed by their authorised representative. Bids can be submitted in three different ways:

(a) either by registered post

in this case the bid should be posted not later than **Thursday 8 September 2011** (the stamp of the post office acting as proof) to the following address:

(b) or by hand-delivery

in this case hand delivery should be made at the EMCDDA premises not later than **Thursday 8 September 2011 at 17h00** (Lisbon local time). Such hand delivery should be made at the address stated below. A dated and signed receipt issued by an EMCDDA **official has to be requested by the person delivering the bid** as proof of delivery of the bid.

(c) or by private courier service

in this case the bid should be 'deposited' at the private courier service not later than **Thursday 8 September 2011** (the slip issued by the private courier services acting as proof) addressed as stated below.

In whichever form the bid is submitted, the following address should be used:

European Monitoring Centre for Drugs and Drug Addiction (EMCDDA)

Att. Vivianne Rodriguez

Cais do Sodré

1249-289 Lisboa

Portugal

3. **Bids must be submitted in two envelopes, one inside the other. Both envelopes are to be sealed.** The **inner envelope** must be marked as follows:

Call for tenders EMCDDA — CT.11.COM.051.1.0
NOT TO BE OPENED BY THE INTERNAL MAIL SERVICES
For the attention of Vivianne Rodriguez

The **outer envelope** must be marked as follows:

**Call for tenders EMCDDA — CT.11.COM.051.1.0
For the attention of Vivianne Rodriguez**

If self-sealed envelopes are used, they should be closed by adhesive tape with the sender's signature written across it.

Bids that do not comply with these formal conditions may be rejected at the opening session. The decision to reject or accept tenders will be bound to the opening committee.

4. The tender specifications concerning this call for tender are available at the EMCDDA website (<http://www.emcdda.europa.eu/about/procurement>).
5. Submission of a bid implies full acceptance of the conditions stated in the present invitation letter, in the tender specifications and in the draft contract, which constitutes **Appendix 3** of the specifications, of the present call for tender.
6. The bids will be opened on **Monday 19 September 2011 at 15:00** (Lisbon local time), in the offices of the European Monitoring Centre for Drugs and Drug Addiction, Cais do Sodré, 1249-289 Lisbon, Portugal.
7. This opening session will be public. A representative of each tenderer may attend to the opening of the bids. At the end of the opening session, the Chairperson of the opening committee will indicate the name of the tenderers received. The prices indicated in each received bid will not be communicated. Should you wish to attend, please send a request (at least 5 days before the date of the opening) to the following e-mail address: info.procurement@emcdda.europa.eu indicating the name of the attending person and the tenderer he/she represents.
8. Validity period of the tender: 6 months following the deadline for submission of tenders.
9. Tenderers will be informed by the EMCDDA whether or not their bids have been accepted.
10. During the tendering procedure, any contact concerning the tender, between the contracting authority and the tenderers is prohibited. However, any additional information deemed necessary for preparing an adequate bid could be requested in writing at the latest 8 days prior to the deadline for submission of the bids. Such requests should be sent by e-mail to the following address: info.procurement@emcdda.europa.eu
11. The EMCDDA will reply to any request for additional information in strict compliance with the equal treatment principle. Provided that they have reached the EMCDDA before the deadline, requests will be answered and be automatically published under the Procurement section relevant to the present call for tender on the EMCDDA website (<http://www.emcdda.europa.eu/about/procurement>). Tenderers are invited to consult the '**Question/Answer Section**' on daily basis. The name of the requesting party will not appear on the website.

12. This invitation to tender is in no way binding on the EMCDDA. The EMCDDA contractual obligation commences only upon signature of the contract with the successful tenderer. Up to the point of signature, the EMCDDA may either withdraw from the contract or cancel the procurement procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be sustained and the tenderers notified.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'pp. K. Roberts', followed by a horizontal line.

Rosemary de Sousa
Head of Communication

Tender specifications are available on the EMCDDA website:
(<http://www.emcdda.europa.eu/about/procurement>).